

Story Poles for Design Review Purposes

Original Question:

The City of Ojai is looking for information regarding requirements for having a developer erect story-poles as an aid in determining the bulk, scale and height of a project through the design review process.

The City of Ojai is currently reviewing an industrial project which abuts an estate residential neighborhood. Many of the residential neighbors are concerned that the new building will impair views of the local mountains as seen from the residences. We think that this situation warrants story poles, but we have no formalized requirements or policies.

We would appreciate any information that you have. I will compile a list of responses for the group.

Agoura Hills

Doug Hooper [dhooper@ci.agoura-hills.ca.us]
Doug Hooper
Principal Planner
City of Agoura Hills
(818) 597-7342
dhooper@ci.agoura-hills.ca.us

The story pole information below was posted back in 2003. (See attachments below this table)

- **Malibu Survey**
- **Carpinteria Guidelines**
- **Saratoga Summary**
- **Berkeley Guidelines**
- **E-mail summary January 10, 2003**

Bellflower

Pam Welty [pwelty@bellflower.org]

Just a thought. I have used them at other cities in the past. My suggestion on the actual poles is to use something that presents a solid surface (a drape works as well as plywood). If you just use poles the average citizen may not be able to visualize the massing of the empty space, then they are shocked at how large the building looks once built. It is along the lines of a person looks a lot different than a skeleton.

That said, we did not have a requirement or policy for their use.

Belmont

Craig Ewing [cewing@ci.belmont.ca.us]

We reserve the option of requiring story poles in our hillside neighborhoods. We include it as a possible requirement in our list of application materials; however, it isn't required often. What typically happens is that controversial projects take more than one hearing and, at the first hearing, the Planning Commission directs the applicant to erect story poles for review before the second hearing. The applicant hears from the decision-makers that, before they can consider approval, the view analysis (story poles) is needed. This also keeps the issue of story poles from being an argument between staff and the applicant. I hope that helps.

Campbell

Sharon Fierro
Community Development Director
sharonf@cityofcampbell.com

Check with Bud Lortz Community Development Director for Los Gatos. He takes credit for their use in Los Gatos where they have been used for many years. blortz@losgatosca.gov

Del Mar Adam Birnbaum [ABirnbaum@delmar.ca.us] Adam Birnbaum City of Del Mar abirnbaum@delmar.ca.us	<p>Here in Del Mar we require story poles for most projects. The requirements are as follows:</p> <p>The story poles have to be erected to show the corners and roof lines of the proposed structures - using a combination of poles and stings (usually the strings have pieces of ribbon attached to make them easier to see.)</p> <p>A story pole plan has to be submitted showing the location of the story poles (usually done on a copy of the project's roof plan)</p> <p>The height and location of the story poles have to be certified as being consistent with the submitted story pole plan.</p> <p>The poles have to be up 15 days prior to the date of the discretionary hearing and have to be removed within days of the City's final action on the project.</p>
Elk Grove Eric Norris [enorris@elkgrovecity.org] Eric Norris, AICP	<p>Check with the City of Berkeley. I know that they use story poles for some projects.</p>
Goleta Rob Mullane, Senior Planner City of Goleta Planning & Environmental Services 130 Cremona Drive, Suite B Goleta, CA 93117 ph. (805) 961-7544, fax (805) 685-2635 rmullane@cityofgoleta.org	<p>The City of Goleta is also developing formal guidelines for story poles. As a starting point, you may want to review the guidelines used by the City of Santa Barbara. Their guidelines are available on their website. Best of luck.</p>
La Cañada Flintridge Fred Buss [fbuss@lacañadaflintridge.ca.gov]	<p>We started doing this about a year and a half ago. It does help all parties to see the impacts of the development on surrounding properties and views, etc. I have attached forms which are part of several of our application packets.</p> <p>Attachment (below):</p> <ul style="list-style-type: none">▪ Story Pole and Site Marking Requirements
Los Altos James Walgren [James.Walgren@ci.los-altos.ca.us] James Walgren, AICP Community Development Director City of Los Altos (650) 947-2635	<p>I believe both the cities of Saratoga and Los Gatos have story pole requirements.</p> <p>I was working in a city where we started requiring story poles for new hillside homes on prominent ridgelines... and then that evolved into a requirement for all new hillside homes... and then eventually all new two story homes, even on the valley floor... It became a little ridiculous, so be careful!</p>

Millbrae David Petrovich [dpetrovich@ci.millbrae.ca.us] David Petrovich, AICP City Planner Community Development Department City of Millbrae, CA	In Millbrae, our Planning Commission requests story poles on occasions where building height could legitimately cause view blockage, sunlight blockage, or other negative impacts, even if the structure is within allowed height limits. There is no codified authority for requiring story poles; it is viewed as an analysis tool, similar to a soils report, noise study, and the other more standard exhibits, that are necessary to understand a project and adequately evaluate its impacts as it goes through the design review process.
Mill Valley Julie McClure [jmclure@cityofmillvalley.org]	Attachment (below): <ul style="list-style-type: none">▪ Story Pole Certification
Milpitas Staci Pereira [spereira@ci.milpitas.ca.gov]	please post results.
Montclair Steve Lustro, AICP City Planner City of Montclair 5111 Benito Street, P.O. Box 2308 Montclair, CA 91763-0808 (909) 625-9432 FAX (909) 626-3691 Steve Lustro [slustro@ci.montclair.ca.us]	The City of Malibu did some research on this topic awhile back. I've attached the document provided through the Listserve. Attachment (below): <ul style="list-style-type: none">▪ Malibu Survey
Pacifica Michael Crabtree Planning Director City of Pacifica crabtreem@ci.pacifica.ca.us	Although we don't require story poles here in Pacifica, I have worked in other places where they were required. As I recall, we had to have a plan showing the location and height of the poles, placed at all building corners and at the highest peak (if applicable), and the plan had to be stamped by a licensed surveyor to ensure accuracy. I believe the poles had to be erected at least two weeks prior to the public hearing. Of course, the poles had to be secured in a safe manner and replaced if they fell down.
Pismo Beach Scot Graham Senior Planner City of Pismo Beach (805) 773-4658 sgraham@pismobeach.org Graham, Scot [SGraham@pismobeach.org]	Attached are responses I saved from a previous list serve inquiry regarding story poles. Hope they help. Attachments (below): <ul style="list-style-type: none">▪ Saratoga Summary▪ Malibu Survey

<p>San Leandro Debbie Pollart, Planning Manager City of San Leandro dpollart@ci.san-leandro.ca.us</p>	<p>We use story poles only for residential development (as our code is written). If the developer has to get site plan review or some other type of discretionary approval for the new building, I would ask for a photomontage. With far view blockage being the issue, I think that is the only mechanism (although not cheap for the applicant) that will give staff and the adjacent homeowners an accurate representation.</p>
<p>Santa Rosa Tambornini, Kraig [KTambornini@ci.santa-rosa.ca.us]</p>	<p>Generally, the developer erects story poles at the building corners up to the max height. City of Orinda may have some specific requirements.</p>
<p>San Mateo Diana B. Whitecar Economic Development and Business Assistance Manager City of San Mateo dwhitecar@cityofsanmateo.org (650) 522-7242 dwhitecar@cityofsanmateo.org</p>	<p>You may want to talk to Catherine Smith with Collaborative Services in San Diego. They have used this technique. We hired them for downtown work, and while we did not need the story poles, we found Catherine a terrific consultant in working on controversial projects. You can reach her at (619) 232-2112.</p>
<p>Scotts Valley Michelle Fodge, AICP Senior Planner City of Scotts Valley One Civic Center Drive Scotts Valley, CA 95066 phone: (831) 440-5632 fax: (831) 438-2793 Michelle Fodge [mfodge@scottsvally.org]</p>	<p>San Mateo County had a reasonable system that I recall; try calling (650) 363-1825 (zoning counter)</p>
<p>Turlock Michael Cooke [MCooke@turlock.ca.us]</p>	<p>Forwarded from previous list serve inquiries (see below this table):</p> <ul style="list-style-type: none"> ▪ Malibu Survey ▪ Carpinteria Guidelines ▪ Saratoga Summary ▪ Berkeley Guidelines
<p>Turlock Dana McGarry [DMcGarry@turlock.ca.us]</p>	<p>Here's what we have saved from an earlier request. (see below this table):</p> <ul style="list-style-type: none"> ▪ Malibu Survey ▪ Carpinteria Guidelines ▪ Saratoga Summary ▪ Berkeley Guidelines
<p>Lorraine Okabe League of California Cities 1400 K Street, Suite 400 Sacramento, CA 95814 916/658-8236 916/658-8240 (fax) okabel@cacities.org Lorraine Okabe [OkabeL@cacities.org]</p>	<p>Attached are some items from the League library. I would be interested in whatever else you collect and/or develop on this.</p> <ul style="list-style-type: none"> ▪ Malibu Survey ▪ Carpinteria Guidelines

Edward C. Ball, Associate Hanna and Associates E-mail: EdBall@Hanna-OpenSpace.com Phone: (951) 922-0856 Fax: (951) 922-0956 WWW.Hanna-OpenSpace.com edball@hanna-policygovernance.com	You should check with the cities of: Hillsborough Tiburon San Leandro Del Mar Los Altos Hills as places that have experience with story poles and with staff that is willing to share.
Karl Schoettler [karl@weplancities.com] Karl Schoettler Collins & Schoettler 1002 W. Main Street Visalia, CA 93291 (559) 734-8780 fax: 734-8767 http://www.weplancities.com/	My brother lives in the City of Rancho Palos Verdes and I know they require story poles for new development. Good luck.

Attachments below received from March 8, 2005 Inquiry:

1. City of Malibu (forwarded from a previous inquiry)
2. Carpinteria (forwarded from a previous Inquiry)
3. Saratoga (Forwarded from a previous Inquiry)
4. City of Berkeley (Forwarded from a previous List Serve Inquiry)
5. La Cañada Flintridge Story Pole and Site Marking Requirements
6. E-mail summary from January 10, 2003 Inquiry
7. Mill Valley Story Pole Certification

1) City of Malibu (Forwarded from a previous List Serve Inquiry)

Summary of Story Poles Requirements – December 2001:

The following is a summary of the data we at the City of Malibu Planning Department have received in response to our request for information on story pole requirements in other cities throughout the state. We received story pole requirement data from the following cities: Encinitas, Rancho Palos Verdes, Carpinteria, Del Mar, and Pacific Grove. The topics covered in the guidelines provided by these cities are: Materials of construction, markings, location of the poles, certification of the poles' positions and heights, time requirements for erection and removal, safety provisions, and submittal of the story pole plans to the city government. The data collected has been organized primarily by these seven categories and subsequently by city.

MATERIALS –Responding cities that made specifications in this area all stated the following: Standard 2”X4” lumber or other sturdy material should be used. The poles must be able to withstand weather, and to this purpose, guy wires, supports beams or other support measures may be used. No more than 5” deflection is acceptable.

MARKINGS – Demarcation of rooflines, and height of poles is necessary, and is a primary function of story poles. However, responding cities varied in their versions of acceptable methods of demarcation. These variations may reflect the different challenges each city faces that force story poles to be necessary in the first place. For instance, cities with severe view blockage concerns may have more stringent requirements for identifying the poles. In **Rancho**

Palos Verdes, the top one foot of poles must be painted red or orange to better identify the height of the proposed structure in photo analysis and a similar mark shall be placed using a different but equally visible color on the posts at a height of 16 feet above the ground as measured pursuant to the City's code. Use of triangular red or orange flagging **only** is acceptable, marked by triangular flagging (ribbons will not be acceptable) connecting the posts. In **Encinitas**, Orange or red ribbon is strung between posts to indicate the locations and heights and to facilitate accurate viewing of the outline of the proposed structure. In **Carpinteria**, brightly colored ribbons or other types of flagging shall be attached to ropes, cable, or other appropriate material as approved by the Community Development Department, that are placed between the poles to show rooflines. In **Del Mar**, brightly colored ribbon and/or twine is required to be strung between the poles to show the rooflines.

Note: no height markings are required for Encinitas, Del Mar or Carpinteria.

LOCATION OF POLES – Essentially all responding cities required that story poles should be erected at the most distant corners of a structure, roof ridgelines, chimneys, balconies and accessory buildings. Story poles for roof overhangs, eaves, chimneys, balconies and accessory buildings may also be required at the discretion of the Architectural Review Board or the Community Development Department. String all property lines where determined necessary by staff. Again, their primary purpose is to show the structure's outline and roof and deck height elevations.

CERTIFICATION OF HEIGHT AND POSTION – There needs to be certification in some form that the heights and locations of the poles are in fact true and correct representations of the proposed structure or addition. **Carpinteria** has a policy mandating certification in writing and by a licensed surveyor, architect (other than the project architect), or civil engineer that story pole height and location are correct. Also a licensed contractor must install that story poles. For the city of **Encinitas**, a signed statement by a licensed architect, engineer or surveyor on the story pole site plans, stating that the location and height of the poles are true and accurate is required. The property owner or project applicant/developer may not certify the story pole height. **Rancho Palos Verdes** staff will visit the site to verify the position, height and construction of the frame. **Del Mar** has no certification specifications listed in the information we received.

STORY POLE TIMING – The matter of timing for story poles should and does correlate directly with the schedule of the application and appeal process. In **Carpinteria**, story poles are required to be erected at least ten (10) days prior to the meeting date, and shall remain in place until the Architectural Review Board (or planning commission, as applicable) has taken action or otherwise until the Community Development Department has notified the applicant that the poles may be removed. Upon notification, the story poles shall be removed as soon as possible and no later than 48 hours form the date of the notice. In the city of **Encinitas**, poles shall be erected at least 20 days prior to the hearing date. Story poles shall be removed within seven calendar days after the 15-day appeal period expires, or within seven calendar days after the final appeal hearing. In **Rancho Palos Verdes**, the frame must remain in place for the neighborhood notice period, Staff or Planning Commission decision, and if necessary any appeal periods. The frame may not be removed until the City's appeal process has been exhausted and a final decision has been rendered. The applicant must remove the frame within seven (7) days after direction from the City to do so. As for **Del Mar**, story poles shall be erected at least ten (10) days prior to the hearing date and shall remain in place until the Design Review Board (or planning commission, as applicable) has taken action and the appeal period has expired. Story poles shall be removed within seven (7) calendar days after the ten-day DRB appeal period expires, or within seven (7) calendar days after the final appeal and hearing. Story poles associated with a formal application that has been inactive for three (3) months shall be removed

until the application review returns to an “active” status. Informal story poles may be placed as part of a pre-application “evaluation phase”, however, they may be in place for only a maximum of thirty days.

SAFETY – Responding cities dealt with the issue of safety of the story poles in the following ways. In **Carpinteria**, all story poles need to be erected safely and without putting the public at risk. If at any time the story poles become unsafe, they shall be repaired or removed immediately. The poles shall be removed immediately if determined by the city to be a public safety risk. In addition, the applicant must sign a waiver that absolves the City of any liability associated with construction of, or damage by, the temporary frame. The applicant shall not construct the temporary frame until the waiver form is submitted to the City. The applicant shall notify the City when the frame is in place. **Rancho Palos Verdes** specifies that the applicant must, at the time of submittal of an application to the City, sign a waiver that absolves the City of any liability associated with construction of, or damage by, the temporary frame. Moreover, the applicant shall not construct the temporary frame until the waiver form is submitted to the City. The applicant shall notify the City when the frame is in place. In **Encinitas** as well as **Del Mar**, safety issues were not addressed in the materials we received.

STORY POLE PLANS SUBMITTAL: **Encinitas'** policy regarding the submittal of story pole plans states that within three days after the poles are erected, eight copies of a roof plan and elevation(s) must be submitted to the staff. For **Carpinteria**, the policy is slightly different: a story pole plan (eight copies) must be submitted to staff *prior* to the installation of the poles. This plot plan is usually based on the roof plan for the project, and must include: a) a scale drawing of the location of the poles in relation to lot lines and the proposed development and b) the height of each pole. The applicant shall notify the City when the frame is in place. **Del Mar** states that within five days after the poles are erected, eight copies of the story pole plan must be submitted to staff. The plan is usually based on the roof plan for the project with the following additional information provided: a) The dimensioned location of the story poles in relation to lot lines and the proposed development, as well as the height of each pole. Story pole plans shall be at least 1/8"=1' scale. As with other aspects of project plans, the roof height elevations on story pole plans should be tied to a City benchmark and b) a signed statement by a licensed engineer or surveyor (not the project architect) on the story pole site plan, stating that the location and height of the poles is true and accurate. **Rancho Palos Verdes** does not list a specific requirement for story poles plans submittal.

We also received a reply from the City of Pacific Grove, however the requirements for this city do not seem to be for the story pole system that we are envisioning. The most compelling evidence to this point is in the statement within the “Staking Requirements for Building Projects” memo is located toward the end and reads, “In cases where staff determines that building height is a significant concern, story poles will be required at corners of the proposed construction.” This seems to indicate that the policy described throughout the rest of the memo was not a policy for story poles.

2) Carpinteria (Forwarded from a previous List Serve Inquiry)

Story Pole Procedures

Purpose: Story poles are used to depict the elevations and silhouette of a proposed structure or an addition to an existing building. Story poles are intended to help decision-makers, staff, neighbors and other interested parties visualize the location, mass and/or height of a proposed building(s), as part of the review of the project's relationship to its surroundings.

When required: At the discretion of the City, story poles may be required for development projects and/or additions.

Story Pole Installation Requirements:

1. A story pole plan (eight copies) must be submitted to staff prior to the installation of the poles. This plot plan is usually based on the roof plan for the project, and must include the following:
 - a) A scale drawing of the location of the poles in relation to lot lines and the proposed development;
 - b) The height of each pole.
2. Story poles shall be made of 2"x 4" lumber, pipes, galvanized conduit or similar material as determined appropriate by the City. All story poles need to be erected safely and without putting the public at risk, without bending or leaning, so as to withstand weather and remain standing until meeting dates. This can be accomplished by installing guy wires or other similar temporary support systems. The poles must be sturdy (allowing not more than 5" deflection). Story poles must be installed by a licensed contractor.
3. Story poles shall be erected at the most distant corners of the proposed structure or addition and at the maximum height of the roof ridge. Story poles for roof overhangs, eaves, chimneys, balconies, and accessory buildings may also be required at the discretion of the Architectural Review Board or the Community Development Department.
4. Brightly colored ribbons or other types of flagging shall be attached to ropes, cable or other appropriate material as approved by the Community Development Department, that are placed between the poles to show rooflines.
5. Story pole height and location must be certified in writing by a licensed surveyor, architect (other than the project architect), or civil engineer.
6. Story poles shall be erected at least ten (10) days prior to the meeting date, and shall remain in place until the Architectural Review Board (or Planning Commission, as applicable) has taken action or otherwise until the Community Development Department has notified the applicant that the poles may be removed. Upon notification, the story poles shall be removed as soon as possible and no later than 48 hours from the date of the notice. If at anytime the story poles become unsafe, they shall be repaired or removed immediately. The poles shall be removed immediately if determined by the city to be a public safety risk.
7. The applicant must sign a waiver that absolves the City of any liability associated with construction of, or damage by, the temporary frame. The applicant shall not construct the temporary frame until the waiver form is submitted to the City. The applicant shall notify the City when the frame is in place.

Story Pole Removal Requirements:

Story poles and any fencing used for security purposes shall be removed by the applicant within two (2) days of written request by the City.

Waiver for Story Poles

I, _____, hereby absolve the City of Carpinteria of any and all liability associated with the construction of, or damage by, the temporary height poles that I will erect in compliance with the City's Story Pole Procedures.

Signed

Date

3) Saratoga (Forwarded from a previous List Serve Inquiry)

City of Saratoga
Community Development Department

MEMORANDUM

TO: PLANNING COMMISSION
FROM: Thomas Sullivan, AICP
Community Development Director
DATE: July 11, 2001
RE: POLICY HANDOUTS

At the Planning Commission's request, the Department has conducted a survey to ascertain what other Cities require with respect to Story Poles and Neighborhood meetings. The following is a summary of that survey.

STORY POLE SUMMARY TABLE

City of Fremont	Hillside Homes	Weekend prior to PC meeting	No Handout
City of Orinda	All Projects	Must be installed prior to project being deemed complete	Handout attached
City of Foster City	"What is a Story Pole" They use "Mock-ups" for water front development		No Handout
City of Encinitas	Projects exceeding height requirements	Not Specified	No Handout
City of Millbrae	Projects that could block views	Prior to PC meeting	No Handout
City of Tiburon	All projects that go to Design Review Board	10-days prior to Design Board Meeting	No Handout
City of Malibu			No Handout – Working on one
City of Santa Barbara	Buildings over 3 stories currently, considering expanding to include 2 story buildings	Prior to PC meeting. Allows photo documentation for possible appeals	No Handout

In order to be effective, the story poles need to be installed before the Land Use Committee site visits and need to remain up until after the 15-day appeal period has expired. Additionally, the applicant needs to provide a roof plan/site plan so that the installed story poles have some orientation to the plan set. The story poles and orange fencing needs to indicate ridgelines, peaks

and eaves. A Licensed Surveyor shall direct the installation of all story poles. Any Handout needs to have a photographic example of the use of story poles and of the roof plan diagram.

Of the Cities, responding several indicated that they encourage or strongly encourage neighborhood meetings before submittal of applications. Some Cities are somewhat stronger in their approach.

NEIGHBORHOOD MEETING SUMMARY TABLE

City of Fremont	Strongly Encourages	No Handout
City of Encinitas	Citizen Participation Ordinance	Ordinance, not a handout
City of Millbrae	Strongly Encourages	No Handout
City of Tiburon	Strongly Encourages	No Handout
City of Redwood City	Requires as Policy for 2 nd Story Additions	No Handout
City of Malibu	Strongly Encourages	No Handout
City of San Rafael	Requires pre-application neighborhood meeting/staff attended	No Handout
City of Campbell	Required after Staff determines that the project may be controversial. Developer organizes meeting	No Handout
City of Santa Rosa	City Council Policy to require neighborhood meetings prior to application – all projects	No Handout
City of Santa Barbara	“Good Neighbor” policy encourages meeting with neighbors prior to application – especially when “privacy” issues are a potential	No Handout
City of Los Altos	“Los Altos Mediation Program”	Copy Attached

As can be seen the responses vary between require and strongly encourage. Staff suggests the following Policy:

“Following a pre-application meeting with the Planning Staff of the City of Saratoga, an applicant shall meet with all immediate neighbors and any Home Owner’s Association. The breadth of the area to be included in any neighborhood discussion needs to be determined based upon the issues. For example, privacy is an issue most likely reserved to neighbors within the view shed of the proposed development, but at a minimum, contiguous neighbors need to be involved in the design review. Size, bulk, mass and height issues are neighborhood wide, as is general design compatibility. It is at the discretion of the developer as to the type and number of meetings that are held.”

4. City of Berkeley (Forwarded from a previous List Serve Inquiry)

Story Poles: Install a configuration of poles for vertical elements and plastic tape for horizontal elements, that physically and accurately define the envelope (the outline of the structure's mass) of the proposed structure or addition.

- . Hang a measuring tape or similar device from the highest point of the structure to confirm the building's height.
- . Story poles should mark each building corner and ridge (high point of roof), and plastic tape should be used to connect the poles to show ridge lines and eave lines.
- . Install the story poles before the project's public notice is posted and maintain them until the final action is taken and the action's appeal period has lapsed.

Story poles are required for any new residential construction and additions when there may be view and/or shadow impacts (e.g. a new second story less than 20 feet from a neighbor's house).

5. La Cañada Flintridge

STORY POLE AND SITE MARKING REQUIREMENTS

Story poles are temporary frame structures used to visualize the outline of a proposed permanent structure. They shall be installed, and the site shall be marked, according to the following standards:

1. Procedure

a. Prior to formal project submittal, a Site Marking Plan shall be submitted to the City, indicating the location and height of each story pole and/or other site features and/or building footing outline. Unless otherwise approved by the City, this plan shall be based on the roof plan combined with the site plan. No story poles shall be installed until this plan is approved by the City as adequately showing the outline of the proposed building or other site features.

b. Upon City approval of the Site Marking Plan, formal project submittal may be made. Staff will not schedule a hearing until the story poles and related installation materials are in place.

2. Construction

a. Story poles shall be of sufficiently rigid and durable material as to last for at least 3 months. Such materials as 2x4 lumber or 4" PVC pipe are recommended.

b. Horizontal features such as eaves, ridgelines, or significant retaining walls shall be shown with bright material such as vinyl grid fencing (snow fence).

c. Other site features and/or building footing outline shall be marked as indicated on the approved Site Marking Plan.

3. Certification

a. Prior to story pole installation, the applicant shall sign a waiver absolving the City of any liability associated with the construction of, or damage by, the temporary story pole construction.

b. The story poles shall be installed by a licensed contractor. The contractor, or a licensed engineer, architect, or surveyor, shall complete and sign a City form certifying the accuracy of the installation.

4. Removal

The story poles shall remain in place until the appeal period has expired, or until a City Council appeal action has been made, whichever comes last. Removal shall occur within 3 days of that date.

STORY POLE WAIVER & STATEMENT

I, _____, hereby absolve the City of La Canada Flintridge of any and all liability associated with the construction of, or damage by, the temporary height poles that I will install in compliance with the City's Story Pole and Site Marking Requirements. I further understand that the story poles shall remain in place until the appeal period has expired, or until an appeal action has been made, whichever comes last, and that removal shall occur within 3 days of that date.

Signed

Date

Site Address: _____

STORY POLE CERTIFICATION

Site Address: _____

I, _____, hereby certify that the story poles installed at the above address are consistent in height and location with the roof, site and elevation plans drawn by _____ and dated _____.

Signed

Date

Name

Title

License Number

License Expiration Date

6. E-mail summary from January 10, 2003

-----Original Message-----

From: RogerCantrell@aol.com [<mailto:RogerCantrell@aol.com>]

Sent: Friday, January 10, 2003 10:18 AM

To: HCED@lists.cacities.org

Subject: Story Poles: Summary

Thanks to the many HCED subscribers who provided information on story poles. I'm a new subscriber, and didn't find the inquiry from 2001! Sorry about the redundancy and delay. Anyway, here are the cities' responses, in alphabetical order, except for the HCED response at the head of the list.

The e-mail files that were attached to the responses are attached to this summary. Particularly useful is the Riverside summary of HCED respondents at the time, and the Malibu survey. That document is based on only five cities, but it is very thoughtful in addressing all aspects of story poles.

- Roger Cantrell, AIA, AICP
RogerCantrell@aol.com

HCED: (also c/o Saratoga)

Here is a compilation from a previous, similar inquiry.

Lorraine Okabe
League of California Cities
1400 K St., Suite 400
Sacramento, CA 95814
916/658-8236
916/658-8240 fax
okabel@cacities.org

About 15-months ago I posed that same question to the HCED list. I provided a summary of the responses. I am certain Aly Zimmerman can forward that to you. Aly's email address is zimmerera@cacities.org. Good luck!

Tom Sullivan
tsullivan@saratoga.ca.us

Berkeley: (2 messages)

I forwarded your request to our urban designer for a more detailed response. However, today we encountered something new with story poles. A disgruntled applicant (whose expansion was not approved) is refusing to remove them. Because they are erected without a building permit, we don't really have a way to force their removal. We are trying to persuade someone to be a good citizen, but I don't know if we will be successful.

Carol D. Barrett, FAICP
Director, Planning and Development
City of Berkeley
2118 Milvia Suite 300
Berkeley, CA 94704
Tel: 510-981-7400
Fax: 510-981-7490
CBarrett@ci.berkeley.ca.us

I have attached an excerpt from our "Application Submittal Checklist" which describes the City of Berkeley's guidelines for erecting story poles. If you have any questions please feel free to call me at 510- 981-7417.

Matthew LeGrant
MLeGrant@ci.berkeley.ca.us

Carpinteria:

The City of Carpinteria recently implemented story pole guidelines. These were crafted based on several samples received from various cities in California. Attached are the guidelines. If you have any questions, please feel free to contact me at (805) 684-5405, ext. 407

Allison Rand
Assistant Planner
AllisonR@ci.carpenteria.ca.us

Cupertino:

The City of Cupertino requires story pole construction for two-story homes requiring design review. Please see our residential design application form downloadable from our website at: www.cupertino.org/planning

Colin Jung
Senior Planner
City of Cupertino
ColinJ@cupertino.org

Encinitas:

The City of Encinitas does have some requirements for story poles and line of sight studies. You can access the the City's Municipal Code at the link below (see Municipal Code Section 30.16.010B7).
<http://www.ci.encinitas.ca.us/municode/PDFall/30c16.pdf>

David de Cordova
Principal Planner
Community Development Department
City of Encinitas
505 So. Vulcan Avenue
Encinitas, CA 92024
Phone (760) 633-2683
Fax (760) 633-2818

Malibu: (City + Montclair & Redding references)

You came to the right city on this one.... Malibu is in the process of implementing a "story pole" policy in which there are specific guidelines that are in place for both the applicant and the city to visually see what the issues are.

You should contact our planning tech, Jennifer Noel, with regards to this issue as she is the one that is preparing all the documentation on this. She is at the same phone

number as below, ext. 233. Please forward over any other information you may receive on this! Thanks!

Sheila M. Powers
Associate Planner
23815 Stuart Ranch Rd
Malibu, CA 90265
310.456.2489 x299
spowers@ci.malibu.ca.us

I've attached the results of a survey done on story poles by the City of Malibu - hope it is of some help.

Steve Lustro, AICP
City Planner
City of Montclair
5111 Benito Street, P.O. Box 2308
Montclair, CA 91763
909/625-9432
909/626-3691 FAX
slustro@ci.montclair.ca.us

Roger, you should check with the City of Malibu. Some time ago they did a survey and have a summary of the requirements of various cities. I will fax you what I have from them.

Kent Manuel, Senior Planner
KManuel@ci.redding.ca.us

Marin County (c/o Ukiah)

The use of story poles goes back much further than ten years. When I was with the Marin County Planning Department (1984-1990), we routinely required the erection of story poles to determine the potential visual impacts resulting from home construction on hillside slopes and other sensitive settings. This requirement was not new to experienced architects and developers, who readily complied with the request, so that Staff could complete their Initial Studies of Potential Environmental Impacts. The key was to make sure the story poles truly reflected the actual height and architecture (roof design/pitches, mass, etc.) of the proposed structure.

Charley Stump, Director
Planning and Community Development
City of Ukiah
charleys@cityofukiah.com

Palos Verdes: (c/o Alameda)

Contact the City of Rancho Palos Verdes in southern California...Joel Rojas is the Planning Director....they've been using this method to analyze visual impacts of development for 25 years.....

Gregory L. Fuz, Planning & Building Director Planning & Building Department
2263 Santa Clara Avenue, Room 120
Alameda, CA 94501-7558
(510) 748-4554 (phone)
(510) 748-4593 (fax)
E-mail: gfuz@ci.alameda.ca.us

Santa Barbara:

Call Janice Hubbell (805) 564-5470. She wrote the requirements for story poles a la Santa Barbara.

William Prince
Wprince@ci.santa-barbara.ca.us

Sausalito:

I'll fax you our story pole ordinance and general requirement handout.

Larissa King
Assistant Planner
City of Sausalito
lking@ci.sausalito.ca.us

Sonoma:

The Planning Commission here has required story poles on a limited, case-by-case basis. It has been very helpful. typically, they will require them to be placed onsite at

the hearing, and then continue the item to the next meeting. If you have any further questions about our procedures, feel free to call.

Christine Rodrigues
Assistant Planner
City of Sonoma
#1 The Plaza
Sonoma, CA 94576
Phone: (707) 933-2204
Fax: (707)938-8775
E-Mail: christiner@sonomacity.org

Tiburon: (c/o Pacifica)

Ouch. Am I really that old? They've been part of lingo for at least 20 years, and probably longer than that. We don't use them here in Pacifica, but check with the City of Tiburon.

Michael Crabtree
Planning Director
crabtreem@ci.pacifica.ca.us

Torrance: (c/o Gardena)

You should check with the City of Torrance regarding their requirements for silhouettes since they do have a hillside ordinance where for view protection purposes applicants are required to put them up.

Jack Messerlian
JMesserlian@ci.gardena.ca.us

7. Mill Valley Story Pole Certification



City of Mill Valley
Story Pole Certification

Instructions: The story pole certification must be performed by a registered land surveyor or civil engineer. Please attach a copy of the roof plan with the surveyed roof ridge elevations labeled.

I, _____ have surveyed the story poles located
NAME OF SURVEYOR

at _____
ADDRESS OF SUBJECT PROPERTY

on _____, which is based on Planning
DATE

Application, _____, submitted to the
APPLICATION NUMBER

City of Mill Valley by _____. The
NAME OF APPLICANT

survey was taken from the following benchmark:

_____ at an elevation of
DESCRIPTION OF BENCHMARK

_____. The ridge elevations silhouetted are indicated on the attached plan.

I have surveyed the building envelope, setbacks and ridge elevations of the story poles and silhouette described above and certify that all dimensions, locations and elevations are accurate within 0.25 ft. (3 in.) of the plans submitted.

PLEASE STAMP AND SIGN BELOW:

NAME - PLEASE PRINT

DATE

ADDRESS

PHONE

FAX

LICENSE NO. /EXPIRATION DATE

Purpose

To provide the decision-makers and neighbors with a visual tool to evaluate the proposed construction.

Requirement

Install story poles or site staking to show the elevations and silhouette of the proposed building, or addition to an existing building. Modify the story poles as the project plans are modified.

Netting or bright colored tape must be erected to represent the roofline of the proposed structure or addition. This netting or tape must be strong enough to accurately maintain the outline and height.

Decks, entries and other similar features must be shown if staff believes they have the potential to impact neighboring properties. Story poles at deck locations shall extend to the top of railings.

Timing

Story poles should be installed 7 days prior to the hearing in order to permit Staff to review the poles prior to completing the Staff Report.

Story poles must remain in place until the later of: (1) The expiration of any appeal period to the City Council; or (2) The final determination on an appeal by the City Council.

Removal

The story poles shall be removed within 10 days after the applicable date above.

Submit:

- ☐ A site plan showing the dimensioned location of the story poles in relation to lot lines and the development project, as well as the height of each pole and the ridge elevations silhouetted.
- ☐ A Story Pole Certification (on reverse) signed by a licensed surveyor, certifying that the poles located on the site were surveyed and found to be in conformance with the project plans and story pole site plan. (Other qualified professionals,

such as an architect, may certify the location of the story poles if such measurement is made from a point that can easily be verified in the field, such as the finished floor of an existing structure.)

Exceptions/Compliance

The Director of Planning and Building may grant exceptions to this policy based on unusual circumstances provided that the purposes of this policy are not impaired.

The Zoning Administrator, Planning Commission or City Council may determine that failure to comply with these requirements is grounds to continue a public hearing to allow the story poles to be installed.